



LEGAL ASSISTANT (STAFF ATTORNEY)

Characteristics of Work

Incumbent in this position serves as staff attorney for a division, department, or agency of state government; renders professional legal services on matters and proceedings relating to his assigned unit; advises agency officials on legal aspects of problems in operational and procedural practices, and assists in resolving those problems; and performs administrative duties as necessary for accomplishment of agency functions; closely coordinates work with the State Attorney General, the Mississippi Bar Association, and other legal departments. Work is performed under the general supervision of an administrative superior.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Initiates, directs, and reviews investigations; supervises staff in gathering evidence for prosecution of cases.

Plans, organizes, directs, and/or implements programs and activities as necessary in order to carry out division functions.

Interprets Federal and State laws and regulations and advises agency officials on policies, regulations, and procedures affecting compliance.

Reviews documents, contracts, briefs, letters, other memoranda, and legal decisions affecting the agency.

Performs legal research, prepares legal documents, and files legal actions.

Confers with agency officials and renders advice on legal aspects of problem relating to agency's programs.

Represents the agency before the court, in concurrence with the Attorney General.

Establishes and maintains cooperative working relationships with other legal officials.

Supervises the collection and compilation of statistical data for annual and fiscal reports.

Related or similar duties are performed as required or assigned.

Minimum Requirements

Graduate of a Law School with a Degree in Law, and membership in the Mississippi State Bar Association.

Required Document: Applicant must attach a valid copy of his/her license to practice Law in the State of Mississippi.

Minimum Requirements (Continued)

Applicant must also provide a copy of his/her active membership in the Mississippi Bar Association.